

State of Hawaii
Department of Health
Family Health Services Division
Children with Special Health Needs Branch
Early Intervention Section (EIS)

Addendum 1

June 18, 2008

To

Request for Proposals

**RFP No. HTH 560-CG-09-3
Infant and Toddler Development Services**

Issued: June 3, 2008

June 18, 2008

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Infant and Toddler Development Services
HTH 560-CG-09-3**

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section is issuing this addendum to HTH 560-CG-09-3, Infant and Toddler Development Services, for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of June 10, 2008 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <Date>
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:
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Early Intervention Section
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HTH 560-CG-09-1 Infant and Toddler Development Services is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

No Changes

Section 3, Proposal Application

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes

1. P. 3-2, II Experience and Capability, A., 1. states the applicant shall list and briefly describe each previous or current contracts. Could the agency hire people who have the required 5 years experience?

Response:

Although it is a benefit and asset to the applicant to hire, as well as Early Intervention to have access to, staff that have the required experience, it is the applicant's experience in providing the required services pursuant to the RFP, not their staff's, that is being evaluated.

2. Will the evaluation criteria on page 4-2 (starting) be the sole criteria upon which proposals will be evaluated as opposed to using info from other parts of the RFP?

Response:

The evaluation criteria as stated in section 4 of the RFP is the criteria which will be used to evaluate each and every proposal. Please note that the RFP, Section 3 – Proposal Application Instructions, page 3-1, states *"A written response is required for **each** item unless indicated otherwise. Each item shall be responded to completely and in its entirety within the required sub-section – NO EXCEPTIONS. Failure to answer any of the items will impact upon an Applicant's score."*

3. Since Easter Seals gave up the contract for Waipahu, will they be able to bid on this new contract that has changed the boundaries?

Response:

This is a competitive RFP, which means that anyone is allowed to submit a proposal.

4. It was mentioned at the meeting on 6/10/08 that COAT and PTA's can be used to deliver services under the supervision of a licensed PT or OT. Will it be acceptable for licensed PT and/or OT to be contracted to complete the supervision of the COTA and/or PTA?

Response:

You may submit in your proposal to subcontract anyone. Please refer to Attachment D-2 of the RFP for budget instructions.

5. Where can I find information on what a COTA and a PTA can do versus a PT and OTA?

Response:

You may check the Department of Human Resources website to see if there are listings for COTA's and PTA's under the classifications and qualifications section. You may also contact Kapiolani Community College as they may be able to provide the requested information since they have associate degree programs for the COTA and PT assistant.